

## Position Requirements Document Cover Sheet

Position Number:

Classification (Title, Path-Series-Broadband): NK-xxxx-I

Duty Title:

Employing Office Location: Edwards AFB, CA

Duty Station: Edwards AFB, CA

Org Info (Agency, 1st Div, 2nd Div, etc): DoD, AF, AFMC, AFFTC,

Org &amp; Func Cd:

1st Skill : %

2nd Skill: %

3rd Skill: %

**Supervisor's Certification:** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

**Immediate Supervisor** (Type or Print):

Title (Type or Print):

Signature: \_\_\_\_\_ Date: / /

**Higher Supervisor or Manager** (Type or Print):

Title (Type or Print):

Signature: \_\_\_\_\_ Date: / /

**Classification/Job Grading Certification:** I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: \_\_\_\_\_ Title: \_\_\_\_\_  
(Type or Print) (Type or Print)

Signature: \_\_\_\_\_ Date: / /

## COMMUNICATED CCAS REQUIREMENTS:

Period Covered					
Rater/Supv					
Date					
Reviewer					
Date					
Employee*					
Date					

\*Signature acknowledges receipt. It does not indicate agreement/disagreement.

**I. MISSION/PURPOSE:**

**II. MAJOR DUTIES:** *(Identify major duties. Limit description of major duties to one page. Assign percentages and identify applicable KSAs after each duty paragraph.)*

### III. CCAS FACTORS, DISCRIMINATORS, AND DESCRIPTORS: *(These are standardized and may not be edited.)*

This level includes student trainees as well as advanced entry level that requires a fundamental knowledge of clerical/administrative field. Developmental assignments may be given which lead to duties at a higher group level. Performs repetitive tasks; specific, clear, and detailed instructions and supervision; with more experience utilizes knowledge of standardized procedures and operations. Assistance is given on new or unusual projects. Completed work is reviewed for technical soundness.

#### Factor 1. Problem Solving

#### Level I

Work is timely, efficient and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability and decisiveness are exercised appropriately.

- Conducts activities on a segment of a task. Assists supervisor or other appropriate personnel.
- Applies standard rules, procedures, or operations to resolve routine problems.
- Independently carries out routine tasks.
- Takes initiative in selecting and implementing appropriate procedures.

#### Factor 2. Teamwork/Cooperation

#### Level I

Work is timely, efficient and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability and decisiveness are exercised appropriately.

- Works with others to accomplish routine tasks.
- Contributes ideas on routine procedures. Interacts cooperatively with others.
- Regularly completes tasks in support of team goals.

#### Factor 3. Customer Relations

#### Level I

Work is timely, efficient and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability and decisiveness are exercised appropriately.

- Assists customer support activities.
- Meets routine customer needs.
- Interacts with customers on routine issues within specific guidelines.

#### Factor 4. Leadership/Supervision

#### Level I

Work is timely, efficient and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability and decisiveness are exercised appropriately.

- Takes initiative in accomplishing assigned tasks. Asks for assistance as appropriate.
- Provides input in administrative/functional area.
- Seeks and takes advantage of developmental opportunities.

#### Factor 5. Communication

#### Level I

Work is timely, efficient and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability and decisiveness are exercised appropriately.

- Communicates routine task/status results as required.
- Writes timely and accurate draft documentation.
- Explains status/results of assigned tasks.

#### Factor 6. Resource Management

#### Level I

Work is timely, efficient and of acceptable quality. Available resources are utilized effectively to accomplish mission. Flexibility, adaptability and decisiveness are exercised appropriately.

- Uses assigned resources to accomplish tasks.
- Plans individual time and assigned resources to accomplish tasks.

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- Effectively accomplishes assigned tasks.

**IV. RECRUITMENT KNOWLEDGE, SKILLS AND ABILITIES** *(Identify 4 to 6 KSAs):*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**V. OTHER SIGNIFICANT FACTS:** The checked items below apply to this position:

☐ **Career Program ID:** \_\_\_\_\_ **Type:** \_\_\_\_\_

☐ **Subject to Drug Testing Statement**

This position has been designated for drug testing. Its incumbent is subject to random urinalysis testing as a condition of employment.

\_\_\_\_ Tier 1 \_\_\_\_ Tier 1 (SCI) \_\_\_\_ Tier 2

☐ **"Key" Statement**

This is a Key Position. Incumbents must be removed from their military recall status if alternatives for filling the position during an emergency are not available.

☐ **Child Care/Youth Services Statement:** This position is a child care/youth services position subject to background checks in accordance with Public Law (PL) 101-647. This is a condition of employment.

*(DIN JPP will be coded with a 4 which indicates a Child Care Background check is required.)*

☐ **Financial Disclosure Statement:**

Employee must, within 30 days of assuming this position and by 31 October annually thereafter, file an SF-450, "Confidential Financial Disclosure Report." Employee is required to attend annual ethics and procurement integrity training. *(DIN SAJ will be coded AA if required.)*

☐ **APDP Statement:**

☐ This position is designated a **NON-CRITICAL** APDP position.

Function: \_\_\_\_\_ Level Required: \_\_\_\_\_

☐ This position is designated a **CRITICAL** APDP position.

Function: \_\_\_\_\_ Level Required: \_\_\_\_\_

This is a Critical Acquisition Position. Unless specifically waived by the appropriate Component official, (i.e., the Director of Acquisition Executive, or the Service Secretary) or if the employee is "grandfathered" under 10 USC 1736(c)(1), the following are statutorily mandated requirements (Reference: 10 USC 1733 and 1737):

(1) Selectee must be a member of an Acquisition Corps at the time of appointment;

(2) Selectee must execute, as a condition of appointment, a written agreement to remain in Federal service in this position for at least three years. In signing such agreement, the employee does not forfeit any employment rights, nor does such an agreement alter any other terms or conditions of employment.

☐ **Commercial Drivers License Requirement:** This is a condition of employment.

*(DIN Y10 will be coded Y if required.)*

☐ **Environmental Duty Pay or Hazardous Pay Differential Situation**

☐ **Physical Required:** This is a condition of employment. *(State reason such as: Due to heavy lifting; extended periods of standing, stooping, kneeling, etc.)*

☐ **Subject to Temporary Duty Assignments (TDY):** Approximately \_\_\_\_\_ days per year.

☐ **Other:** Explain:

**Supv Level:**

**Job Share:**

**Sensitivity:**

**Target Broadband Level:**

**Emergency Ess:**

**Key Position:**

**Reason for Submission:**

**Remarks:**

**BUS Code:**

**Comp Level:**

**FLSA:**

**Drug Test:**

**OPM Functions Code:**

**Mobility:**

**Previous PD Number:**